



MEMORANDUM

TO: Indiana High School Guidance Directors

CC: Indiana School Superintendents
Indiana High School Principals

FROM: Matt Fleck, Indiana Department of Education

DATE: January 16, 2009

SUBJECT: Core 40 and Honors Diploma Materials

Each year Indiana high schools are asked to submit the total numbers of students who are expected to graduate with a Core 40, Core 40 with Academic Honors or Core 40 with Technical Honors Diploma. The Indiana Department of Education uses this information to print and ship the required number of diploma materials to schools for distribution to each recipient.

Ordering Diploma Materials for 2008-09 School Year (Graduating Class of 2009)

The following details are very important:

- **Orders for diploma materials must be completed no later than February 20, 2009.**
- Submit your school's diploma materials **order online at www.doe.in.gov/diplomadata.**
- Schools must enter the **total number** of students expected to be eligible for **each diploma type**:
 - Core 40 (only)*
 - Core 40 with Academic Honors
 - Core 40 with Technical Honors

** Students who qualify for a Core 40 diploma but not an Honors diploma.*

- Estimates for each diploma type should be based on the greatest possible number of eligible recipients. **The state's budget will not support reshipments.**
- Please print and save a copy of your completed online order form as a confirmation of your diploma seal order.
- All diploma materials will be sent to schools in one shipment in spring 2009.

Questions?

Individuals with questions regarding orders of diploma materials may contact Tina Lovelady at tlovelad@doe.in.gov or (317) 232-9189.